

**STANDING ORDER REGARDING THE FILING OF
CERTAIN MOTIONS AND LETTERS**

It is ORDERED that:

A. Filing Electronic Copies. When a party files any of the below listed motions or letters with the court, or files any opposition thereto, in cases other than those pending before a single justice, the filer shall, in addition to a paper copy, provide the court with a searchable PDF (portable document format) copy of the motion or letter, and any accompanying documents, either (a) on a CD-ROM, or (b) by an email, to which the PDF copy is attached, sent to emotions@appct.state.ma.us. This requirement applies to the following motions and letters:

1. motion for attorney's fees and costs
2. motion to expand the record on appeal
3. motion for admittance pro hac vice
4. petition for rehearing
5. motion to enlarge time for filing petition for rehearing
6. motion to stay issuance of the rescript
7. motion for immediate issuance of the rescript
8. Mass.R.A.P. 16 (1) letters
9. letters, information, or status reports requested or ordered by the Appeals Court, and
10. an opposition to any of the foregoing.

B. Formatting Requirements for PDF Document Name. The PDF document name shall consist of (a) an abbreviated docket number, e.g. 09P0023 (i.e., a two digit year followed, without a space, by a "P" followed, again without a space, by the last four digits of the docket number); (b) followed by a hyphen; (c) followed by a description of the filing containing no more than 56 characters, indicating what it is and who filed it. Sample acceptable document names are:

1. 08P0826-Deft_Petition_for_Rehearing.pdf;
2. 07P1238-Appellee_16(1)_letter.pdf;
3. 07P1051-Defendant_McCarthy_Motion_for_Fees.pdf

The CD-ROM and email filing requirements are waived for self-represented litigants.

COMMENT

This standing order is designed to allow more prompt and efficient docketing and distribution of certain motions and letters that require review by a panel of Justices. The Order also is designed to aid the bar by reducing the cost of providing multiple copies of certain motions and letters. Finally, the order is designed as a pilot so that both the court and the bar can continue exploration of the benefits and challenges of electronic document filing. The formatting requirements are designed to allow an automated transfer of the document from the CD-ROM or email to the Court's document management system, where it will be instantly available to the Justices and court

personnel.